

Adopted: September 2001 , Revised: _____**Class Title: Chief Deputy I - COR****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises personnel and plans, directs and coordinates work assignments. Ensures compliance with city and state tax codes, oversees assessment and revenue collection and provides information to the public. Performs research and compiles various reports.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervises personnel by interviewing, hiring, and training, overseeing case loads and ensuring their resolution, scheduling time off, conducting evaluations, maintaining leave records, leading team meetings, and verifying the accuracy of work.
2	L	Determines code compliance by directing subordinates, setting objectives, understanding and interpreting codes, developing and implementing policies and procedures, overseeing assessment operations, and conducting research, collecting and utilizing information, investigating complaints, verifying procedural compliance of completed work, overseeing state sales tax revenue research, reporting and collection.
3	L	Provides public assistance by answering telephone calls requesting information, assisting with the preparation of tax returns, arranging off-site assistance, and providing education and training seminars.
4	L	Performs administrative duties by issuing licenses and tickets, reviewing tax policy, reviewing ordinances, updating manuals and records, preparing and supervising reports, overseeing the receipt and processing of funds, issuing summons and parking tickets, presenting cases in General District Court, providing technical assistance, submitting and maintaining budgets, and preparing correspondence.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read tax forms, bank statements, stock reports, applications, legal documents, state and city codes, correspondence, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, correspondence, policies and procedures, and employee evaluations.
Managerial	Managerial responsibilities include implementing policies and procedures, and planning and coordinating work assignments.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Assisting at the counter
Sitting	F	Desk work
Walking	O	To other offices and office equipment
Lifting	R	Files and supplies
Carrying	R	Files
Pushing/Pulling	F	File drawers
Reaching	F	For supplies
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	R	Retrieving items from lower drawers
Twisting	O	From computer to telephone
Climbing	O	Stairs
Balancing	N	
Vision	C	Reading, computer monitor
Hearing	C	Communicating with customers and personnel, and on telephone
Talking	F	Communicating with customers and personnel, and on telephone
Foot Controls	N	
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, Standard Microsoft Windows and Office software, tax preparation software, telephone, calculator, typewriter, scanner, paper cutter, shredder, vehicle, copier, fax machine

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)